

## Procurement Advisory No. 98 C

### USDA Mandatory Source for Express and Ground Domestic Delivery Service in the Continental United States

#### 1. SUMMARY

The purpose of this Procurement Advisory is to inform the Department of Agriculture (USDA) agencies that the General Services Administration (GSA), through the Federal Strategic Sourcing Initiative (FSSI) has awarded Blanket Purchase Agreements (BPA) for Domestic Delivery Services Generation 3 (DDS3) to both United Parcel Service (UPS) and FedEx Corporations. DDS3 is the **mandatory source** for domestic delivery services for the USDA. This advisory replaces Advisories 98, 98(a) and 98(b).

The DDS3 does not cover international. USDA agencies must obtain their own alternative delivery service provider for international delivery services. USDA recommends that contracting officers seek best value alternative sources, including GSA Multiple Award Schedules, for deliveries to international, Alaska, Hawaii and Puerto Rico.

#### 2. BACKGROUND

Procurement Advisories 98, announced that USDA mandated the usage of GSA's, FSSI, BPA for express and ground Domestic Delivery Services (DDS). The DDS program offers rates that are significantly discounted from GSA's Multiple Award Schedules.

#### 3. ACTIONS

##### How to Order using DDS3

Ordering contracting officer are responsible to know agency-specific policies for issuing orders on contract vehicles and to ensure fair opportunity in accordance with the Federal Acquisition Regulation (FAR) part 8.405-3(c)(2).

1. Gather and assess your agency's requirements for delivery services;
2. Provide Fair Opportunity;

Select the proper ordering procedure based on the dollar value of the order. If the order is above the micro-purchase threshold, you must provide equal consideration for both FSSI DDS3 contractors. Issue requests for quotation.

Listed below are contacts for each vendor:

FedEx	GS-33F-CA001	Ms. Gay Cook, Senior Strategic Sales Specialist Phone: 202-292-2232 Email: <a href="mailto:cgcook@fedex.com">cgcook@fedex.com</a>
UPS	GS-33F-BA016	Mr. Dennis Smoot, Director Government Phone: 443-829-8285 Email: <a href="mailto:dsmoot@ups.com">dsmoot@ups.com</a>

3. Evaluate quotes

Evaluate information from each BPA holder and, in light of your agency's needs, make a best value award decision.

4. Make the award and manage the task order

**COMPETITION REQUIREMENTS:** No additional competition is required.

#### **4. WAIVERS**

USDA agencies can submit a waiver to the Office of Procurement and Property Management (OPPM) for approval to obtain another delivery service provider where there is a significant cost savings for using non-FSSI procurement methods. Waivers must provide substantial evidence of a cost benefit.

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Procurement Advisories are issued by the Procurement Policy Division of the Office of Procurement and Property Management, Departmental Management, USDA, Dorothy Lilly, Chief, and posted on the USDA World Wide Web at the following URL: <http://www.dm.usda.gov/procurement/policy/advisories.html>.

If you have questions regarding this advisory, please contact Genevieve Lucas via email at [genevieve.lucas@dm.usda.gov](mailto:genevieve.lucas@dm.usda.gov) or send an email message the OPPM Procurement Policy Division at [procurement.policy@dm.usda.gov](mailto:procurement.policy@dm.usda.gov).

**EXPIRATION DATE:** Effective upon issue date until canceled. [END]